MANIPAL UNIVERSITY JAIPUR TEACHER EMPOWERMENT CENTRE (MUJ-TEC)

A report on
A Five Day Faculty Development Program
on
Technology Enabled Teaching and Learning

2nd August 2021 to 6th August 2021

Introduction of the Event

Quality in education can be assured through the degree of excellence in acquisition and imparting of knowledge through teaching and learning. This event is to conducted to impart training to a level where faculties will be benefitted in terms of the teaching style, personality improvement, classroom delivery and help the faculties to create a strong mentor mentee relation required for overall development.

Objective of the Event

The basic objective of the program is to develop/enhance the knowledge and skills of the teachers to use Microsoft (MS) Tools and Technologies effectively. In this FDP, faculty members will be able to learn

- Microsoft Teams and its functionality
- Managing Class Notebook
- How to use MS Form to set quizzes
- How to use MS Tools for examination purpose
- equip teachers with ways to understand their students' needs and their own development needs
- To impart the skills, knowledge and expertise students need to succeed in work and life in the 21st century

Beneficiaries of the Event

All faculty members of the following departments.

- Department of Mathematics & Statistics
- Department of Computer Applications
- Department of Chemistry
- Department of Biosciences
- Department of Physics

Details of the Guests

The session was engaged by the following resource persons

- Prof D P Sharma Director, MUJ-TEC
- Prof Manoj Bohra Professor, CCE
- Dr N N Das Associate Professor, IT
- Mr Jaya Krishna Assistant Professor, CSE

Brief Description of the Event

In this FDP different experts have taken sessions on MS Team and Tools. The day wise brief of each session is as following

Day-1 (**Mr. Jaya Krishna**)

      Agenda Items:

- Microsoft Teams and its functionality
- How to create team
- How to add members
- Role of member and students
- How to use calling and chat facility
- How to initiate new conversation
- How to schedule meeting and invite
- Understanding meeting options
- Examples

Day-2 (**Dr. DP Sharma**)

      Agenda Items:

- What is class Notebook
- How to create the class Notebook
- Different sections of class Notebook
- How to attach Word file /PDF to Class Note book Page
- Distributing Pages to the students of the class

- Review of the student work

- How to Embed YouTube Videos in Class Notebook

- Manage Class Notebook

- Giving the assignment Using Class Notebook

Day-3 (Dr. DP Sharma)

Agenda Items:

- Manage Class Notebook

- Embedding PPT inside the Class Notebook

- Ink to text

- Drawing Different Shapes

- Maths's equation

- Immersive reader

- Importing the MS Forms inside Class Notebook

- BreakOut Rooms

- Q&A

Day-4 (Dr. MK Bohra)

Agenda Items:

- Purpose of MS form

- How to set MCQ type questions

- How to set text (long and short answer)

- How to set text ranking and date-based questions

- How to use likert in MS form

- How set question which involves mathematical equations

- How to set question where upload is needed

- How to create sections MS form with examples

- How to use branching in MS form with example

- Assignment on quiz conduction and thereafter discussion

Day-5 (Dr. NN Das)

Agenda Items:

- Roll of department examination coordinator

- How to Create Team
- How to Add Faculty in MS-TEAM
- How to Add Students (bulk addition)
- Roll of faculty members as invigilators
  - How to share assignment/question paper to student
  - How to give control to user during presentation
  - Purpose of Pin during examination
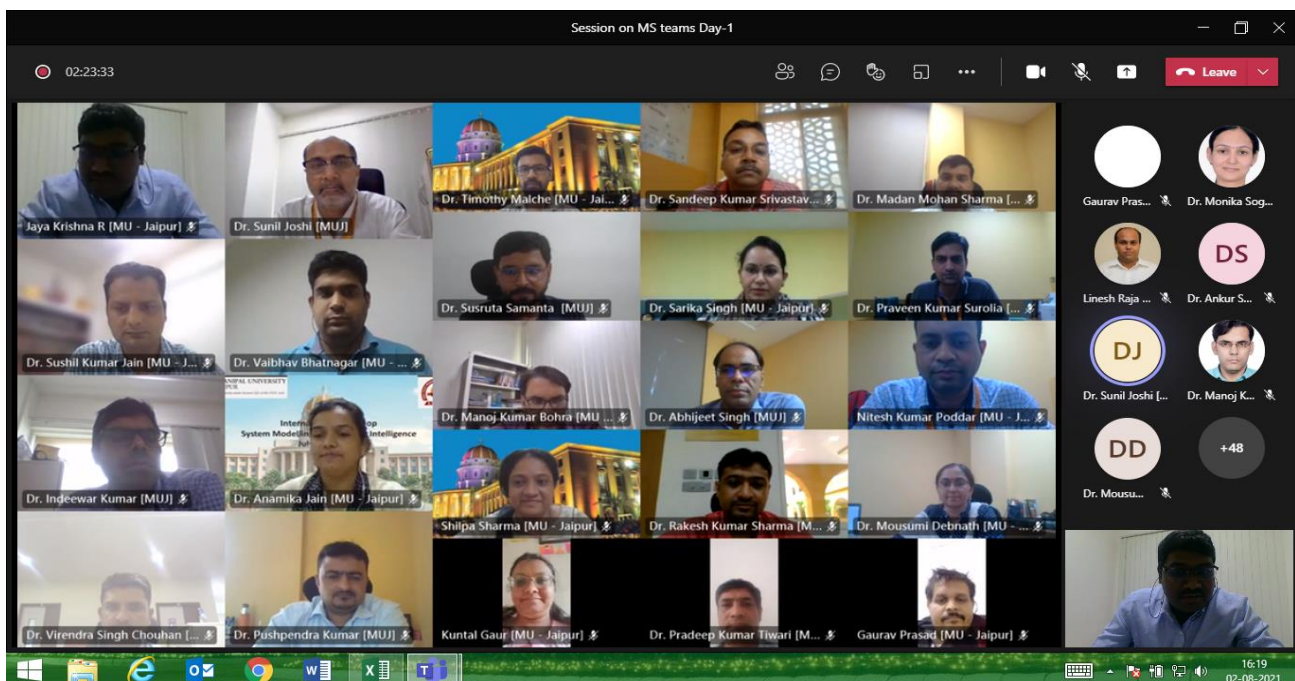 - Purpose of Spotlight during examination

Photographs

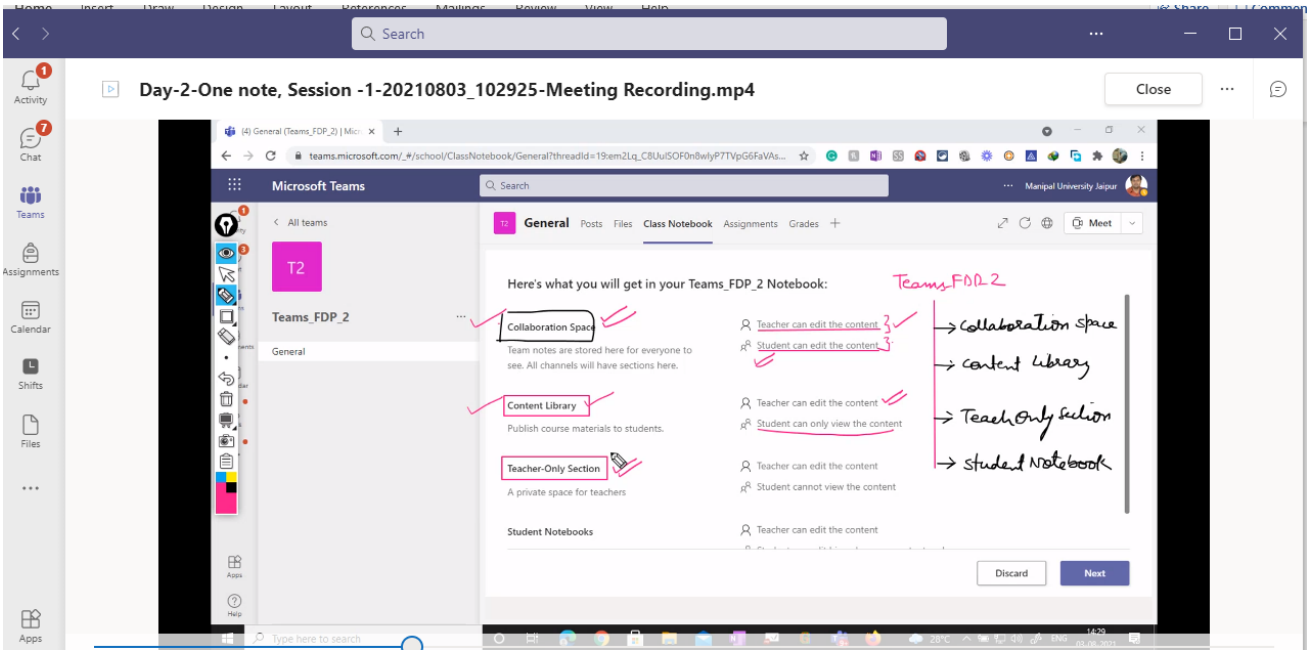Fig-1: Mr. Jaya Krishna in session with participants
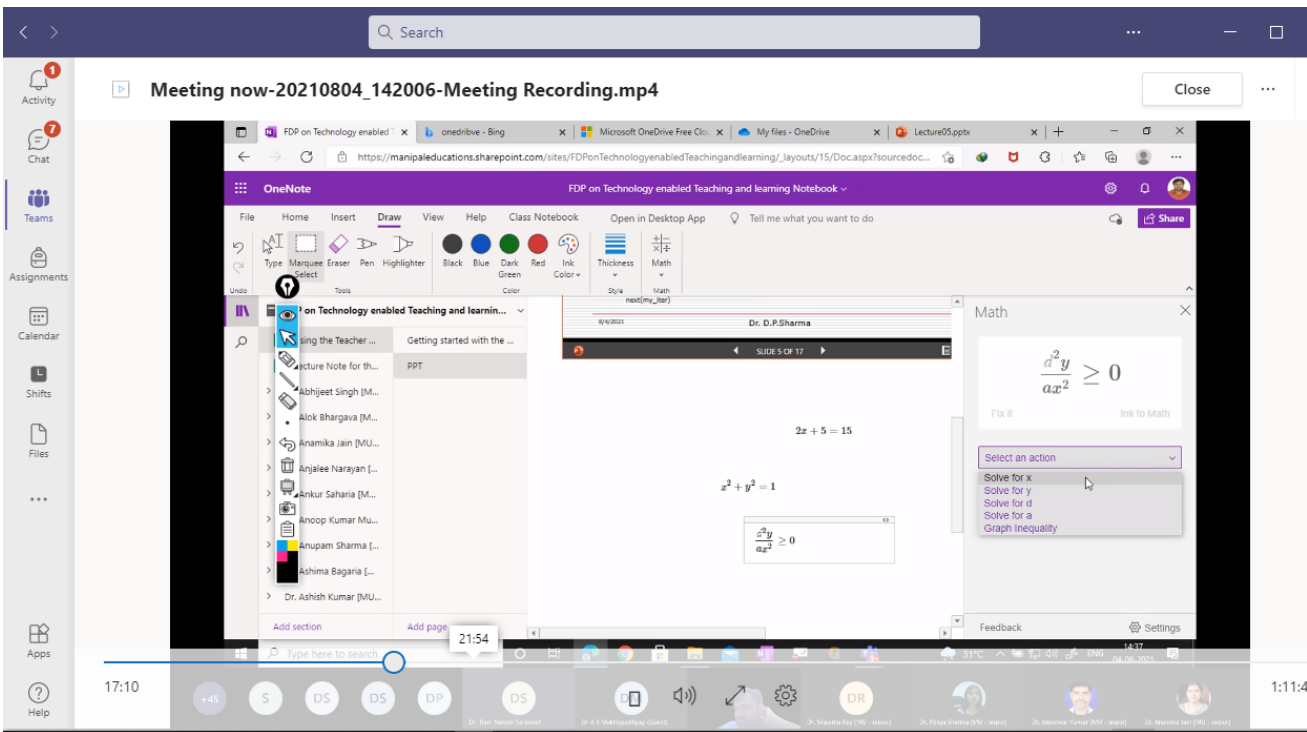
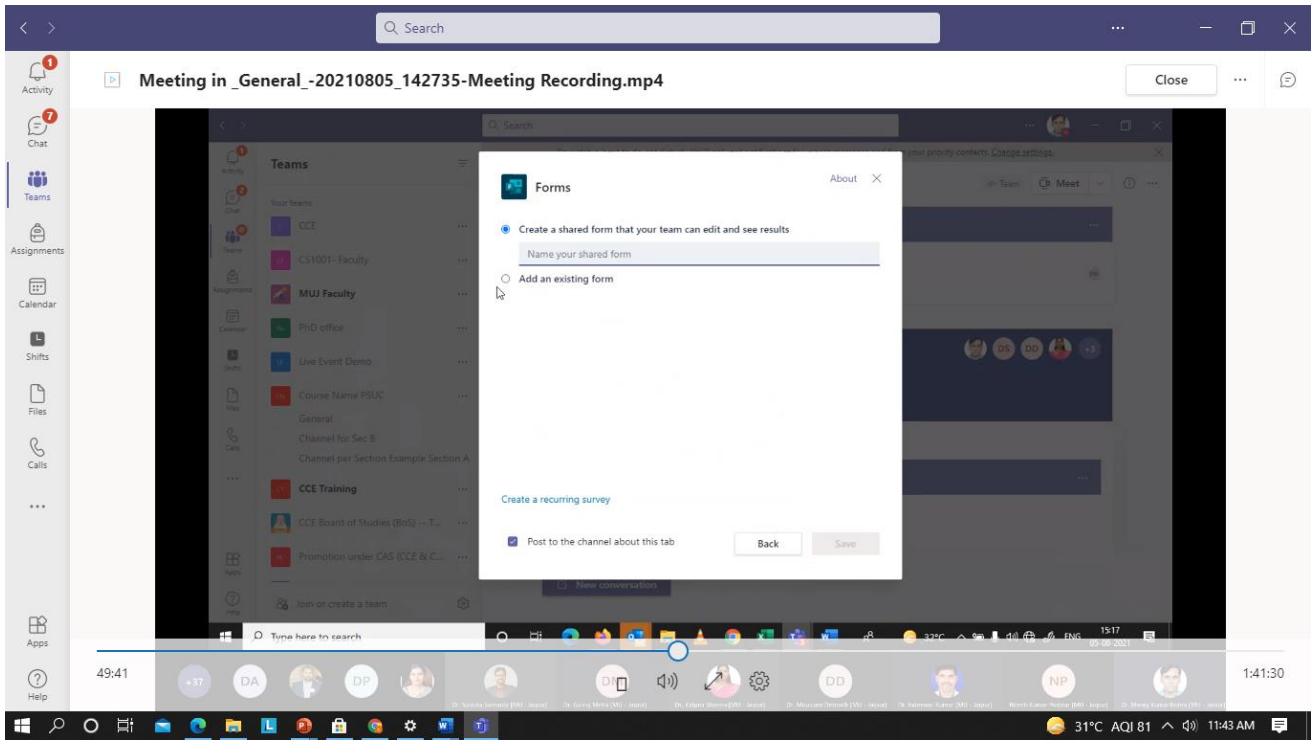Fig-2: Components of Notebook

Fig-3: Math equation implementation

Fig-4: Scheduling Quiz on MS Team

Fig-5: Scheduling question paper

MANIPAL UNIVERSITY JAIPUR

Brochure of the event:

About Resource Persons

Prof D P Sharma
Director, MUJ-TEC

Prof Manoj Bohra
Professor, CCE

Mr Jaya Krishna
Assistant Professor, CSE

Dr N N Das
Associate Professor, IT

Day 1: Link	
Day 2: Link	
Day 3: Link	
Day 4: Link	
Day 5: Link	

Expected Outcome of FDP

Quality in education can be assured through the degree of excellence in acquisition and imparting of knowledge through teaching and learning. The basic objective of the program is to develop/enhance the knowledge and skills of the teachers to use Microsoft (MS) Tools and Technologies effectively. In this FDP, faculty members will be able to learn

- Microsoft Teams and its functionality
- Managing Class Notebook
- How to use MS Form to set quizzes
- How to use MS Tools for examination purpose

Target Audience

Members of Faculty of Science

Date: 02 Aug - 06 Aug 2021
Time: 2:15 PM - 4:30 PM
Venue: MS Teams

Jointly Organized by: MUJ-TEC and Team HR

MANIPAL UNIVERSITY JAIPUR

A Five Day Faculty Development Program on

TECHNOLOGY ENABLED TEACHING AND LEARNING

About MUJ

Manipal University Jaipur (MUJ), India is a co-educational, residential, private research university located in the city of Jaipur in Rajasthan, India. It is the fifth university established by Manipal Global Education Services. Courses and programs offered by the university are in the fields of Engineering, Architecture, Interior Design, Fashion Design, Fine Arts, Hospitality, Humanities, Journalism and Mass Communication, Basic Sciences, Law, Commerce, Computer Applications, and Management. The campus of the institute has a total land area of 122 acres, with the constructed area of 2.47 million sq ft.; it was the first university in Rajasthan to be accredited as A+ (3.28) grade by NAAC.

MUJ boasts of best-in-class infrastructure, including state-of-the-art research facilities and a modern, digital library. In line with Manipal University's legacy of providing quality education to its students, the campus uses the latest in technology to impart education.

MANIPAL UNIVERSITY JAIPUR

Program Schedule

Day 1: 02:15 PM- 04:30PM	Microsoft Teams and its functionality
Day 2: 02:15 PM- 04:30PM	Managing Class Notebook
Day 3: 02:15 PM- 04:30PM	Managing Class Notebook
Day 4: 02:15 PM- 04:30PM	How to use MS Form to set quizzes
Day 5: 02:15 PM- 04:30PM	How to use MS Tools for examination purpose

Organizing Committee

Chief Patrons

Prof. (Dr.) K. Ramnarayan
Chairperson, Manipal University Jaipur
Prof. (Dr.) G. K. Prabhu
President, Manipal University Jaipur
Prof. (Dr.) N. N. Sharma
Pro-President, Manipal University Jaipur
Prof. (Dr.) Jagannath Korody
Dean, FOE, Manipal University Jaipur
Prof. (Dr.) Rajveer Singh Shekhawat
Provost, Manipal University Jaipur

Patron

Prof. (Dr.) D P Sharma
Director, MUJ TEC, Manipal University Jaipur

FDP Conveners

Prof. (Dr.) M. K. Bohra
Professor, Department of CCE

Mr Jaya Krishna
Assistant Professor, Department of CSE

MANIPAL UNIVERSITY JAIPUR

Schedule of the Event:

Date: 2nd August to 6th August 2021

Time: 2.15 pm to 4.30 pm

Venue: Microsoft Team

Attendance of the Event

Sl. Number	Employee code	Name	School	Department
1	MUJ0016	Dr. Babita Malik	School of Basic Sciences	Chemistry
2	MUJ0029	Dr. Indeewar Kumar	School of Basic Sciences	Mathematics and Statistics
3	MUJ0031	Dr. Nilanjan Halder	School of Basic Sciences	Physics
4	MUJ0033	Dr. Pooja Sharma	School of Basic Sciences	Mathematics and Statistics
5	MUJ0036	Dr. Lalita Ledwani	School of Basic Sciences	Chemistry
6	MUJ0040	Dr. Dasari Nagaraju	School of Basic Sciences	Mathematics and Statistics
7	MUJ0111	Dr. Rahul Shrivastava	School of Basic Sciences	Chemistry
8	MUJ0121	Dr. Nitu Bhatnagar	School of Basic Sciences	Chemistry
9	MUJ0127	Dr. Sushil Kumar Jain	School of Basic Sciences	Physics
10	MUJ0141	Dr. Anupam Kumar Sharma	School of Basic Sciences	Physics
11	MUJ0143	Dr. Kalpana Sharma	School of Basic Sciences	Mathematics and Statistics
12	MUJ0166	Dr. Madan Mohan Sharma	School of Basic Sciences	Bio Sciences
13	MUJ0185	Dr. Sunil Joshi	School of Basic Sciences	Mathematics and Statistics
14	MUJ0244	Dr. Veena Dhayal	School of Basic Sciences	Chemistry
15	MUJ0249	Dr. Kamakhya Prakash Misra	School of Basic Sciences	Physics
16	MUJ0250	Dr. Ashish Kumar	School of Basic Sciences	Mathematics and Statistics

17	MUJ0256	Mr. Pradeep Kumar	School of Basic Sciences	Computer Applications
18	MUJ0259	Mrs. Kuntal Gaur	School of Basic Sciences	Computer Applications
19	MUJ0285	Dr. Ram Naresh Saraswat	School of Basic Sciences	Mathematics and Statistics
20	MUJ0308	Dr. Abhijeet Singh	School of Basic Sciences	Bio Sciences
21	MUJ0312	Dr. Monika Saini	School of Basic Sciences	Mathematics and Statistics
22	MUJ0318	Dr. Laxmi Poonia	School of Basic Sciences	Mathematics and Statistics
23	MUJ0359	Dr. Virendra Singh Chouhan	School of Basic Sciences	Mathematics and Statistics
24	MUJ0360	Dr. Rohit Jain	School of Basic Sciences	Bio Sciences
25	MUJ0366	Dr. Anamika Jain	School of Basic Sciences	Mathematics and Statistics
26	MUJ0370	Dr. Mohd Rizwanullah	School of Basic Sciences	Mathematics and Statistics
27	MUJ0381	Dr. Ashima Bagaria	School of Basic Sciences	Physics
28	MUJ0427	Dr. Pushpendra Kumar	School of Basic Sciences	Physics
29	MUJ0511	Dr. Giriraj Methi	School of Basic Sciences	Mathematics and Statistics
30	MUJ0516	Dr. Bhoopendra Pachauri	School of Basic Sciences	Mathematics and Statistics
31	MUJ0534	Dr. Monika Sogani	School of Basic Sciences	Bio Sciences
32	MUJ0577	Dr. Sandeep Kumar Srivastava	School of Basic Sciences	Bio Sciences
33	MUJ0616	Dr. Naveen Kumar Singh	School of Basic Sciences	Chemistry
34	MUJ0649	Dr. Reema Jain	School of Basic Sciences	Mathematics and Statistics
35	MUJ0669	Dr. Saikat Chattopadhyay	School of Basic Sciences	Physics
36	MUJ0695	Dr. Devershi Pallavi Bhatt	School of Basic Sciences	Computer Applications
37	MUJ0718	Dr. Garima Agarwal	School of Basic Sciences	Mathematics and Statistics
38	MUJ0747	Dr. Praveen Kumar Surolia	School of Basic Sciences	Chemistry
39	MUJ0792	Dr. Ruchika Mehta	School of Basic Sciences	Mathematics and Statistics
40	MUJ0793	Dr. Himanshu Rathore	School of Basic Sciences	Mathematics and Statistics

41	MUJ0797	Dr. Meenakshi Pilania	School of Basic Sciences	Chemistry
42	MUJ0820	Dr. Vipin Kumar	School of Basic Sciences	Physics
43	MUJ0849	Dr. Susruta Samanta	School of Basic Sciences	Chemistry
44	MUJ0851	Dr. Sriparna Ray	School of Basic Sciences	Chemistry
45	MUJ0853	Dr. Sarika Singh	School of Basic Sciences	Chemistry
46	MUJ0864	Dr. Alok Bhargava	School of Basic Sciences	Mathematics and Statistics
47	MUJ0871	Dr. Rakesh Kumar Sharma	School of Basic Sciences	Bio Sciences
48	MUJ0900	Dr. Mousumi Debnath	School of Basic Sciences	Bio Sciences
49	MUJ0936	Dr. M. Prabhu Inbaraj	School of Basic Sciences	Chemistry
50	MUJ0950	Dr. Uvais Valiyaneerilakkal	School of Basic Sciences	Physics
51	MUJ0955	Dr. Rajeev Mishra	School of Basic Sciences	Bio Sciences
52	MUJ0957	Dr. Rashi Nathawat	School of Basic Sciences	Physics
53	MUJ0958	Dr. Pradeep Kumar Tiwari	School of Basic Sciences	Computer Applications
54	MUJ0959	Dr. Satyapal Singh Rathore	School of Basic Sciences	Physics
55	MUJ0970	Dr. Mahesh Kumar Dubey	School of Basic Sciences	Mathematics and Statistics
56	MUJ0992	Dr. Nitesh Kumar Poddar	School of Basic Sciences	Bio Sciences
57	MUJCON052	Dr. Anoop Kumar Mukhopadhyay	School of Basic Sciences	Physics
58	MUJ1027	Dr. Shilpa Kulkarni Sharma	School of Basic Sciences	Computer Applications
59	MUJ1032	Dr. Ashok Kumar Pal	School of Basic Sciences	Mathematics and Statistics
60	MUJ1037	Dr. Linesh Raja	School of Basic Sciences	Computer Applications
61	MUJ1054	Dr. Vivek Singh	School of Basic Sciences	Mathematics and Statistics
62	MUJ1055	Dr. Rishikesh Dutta Tiwary	School of Basic Sciences	Mathematics and Statistics
63	MUJ1058	Dr. Vaibhav Bhatnagar	School of Basic Sciences	Computer Applications
64	MUJ1091	Dr. Timothy Malche	School of Basic Sciences	Computer Applications

| 65 | MUJ1104 | Dr. Sumegh Tharewal | School of Basic Sciences | Computer Applications |

Link on MUJ website:

https://jaipur.manipal.edu/teacher-empowerment-centre.html

Feedback of the Event:

Feedback Form 1 - Session by Prof. Manoj Kumar Bohra

47	01:23	Closed
Responses	Average time to complete	Status

1. Name

47	Latest Responses
Responses	*"Dr Rashi Nathawat"*
	"Dr Rohit Jain"
	"Dr. Satyapal Singh Rathore"

2. Emp Code

47	Latest Responses
Responses	*"MUJ0957"*
	"MUJ0360"
	"MUJ0959"

3. Instructor's Teaching Methodology:

🔵	Excellent	29
🟠	Very Good	12
🟢	Good	5
🔴	Average	1
🟣	Poor	0
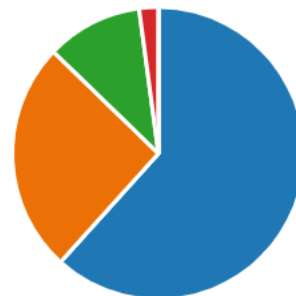
4. Instructor's Depth of understanding of Topic:

🔵	Excellent	27
🟠	Very Good	12
🟢	Good	6
🔴	Average	2
🟣	Poor	0

5. Instructor's Behaviour & Attitude:

🔵	Excellent	27
🟠	Very Good	16
🟢	Good	4
🔴	Average	0
🟣	Poor	0
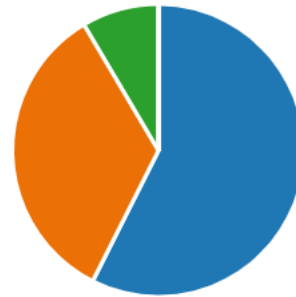
6. Training agenda & topics were as per set expectation:

🔵	Excellent	26
🟠	Very Good	13
🟢	Good	6
🔴	Average	2
🟣	Poor	0

7. Program enhanced the understanding of the topic:

🔵	Excellent	29
🟠	Very Good	12
🟢	Good	5
🔴	Average	1
🟣	Poor	0

8. Overall Program Rating

🔵	Excellent	25
🟠	Very Good	16
🟢	Good	6
🔴	Average	0
🟣	Poor	0

9. Overall Remarks

47

Responses

Latest Responses

"NA"

"good session"

"NA"

Feedback Form 2 - Session by Prof D.P. Sharma

57	01:54	Closed
Responses	Average time to complete	Status

1. Name

57	Latest Responses
Responses	"*Dr Rashi Nathawat*"
	"*Dr Rashi nathawat*"
	"*Dr Rohit Jain*"

2. Emp Code

57	Latest Responses
Responses	"*MUJ0957*"
	"*MUJ0957*"
	"*MUJ0360*"

3. Instructor's Teaching Methodology:

🔵	Excellent	35
🟠	Very Good	14
🟢	Good	8
🔴	Average	0
🟣	Poor	0

4. Instructor's Depth of understanding of Topic:

🔵	Excellent	34
🟠	Very Good	15
🟢	Good	8
🔴	Average	0
🟣	Poor	0
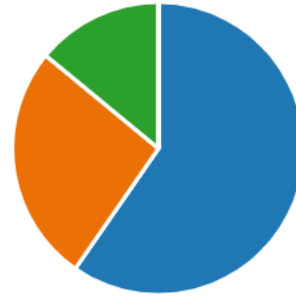
5. Instructor's Behaviour & Attitude:

🔵	Excellent	36
🟠	Very Good	14
🟢	Good	7
🔴	Average	0
🟣	Poor	0
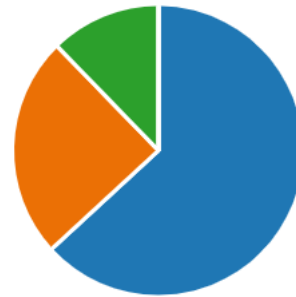
6. Training agenda & topics were as per set expectation:

🔵	Excellent	31
🟠	Very Good	17
🟢	Good	8
🔴	Average	1
🟣	Poor	0
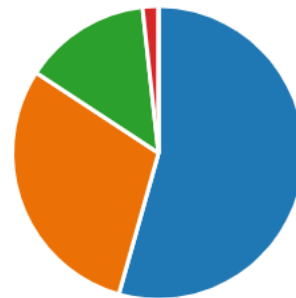
7. Program enhanced the understanding of the topic:

🔵	Excellent	29
🟠	Very Good	20
🟢	Good	8
🔴	Average	0
🟣	Poor	0

8. Overall Program Rating

🔵	Excellent	34
🟠	Very Good	16
🟢	Good	7
🔴	Average	0
🟣	Poor	0
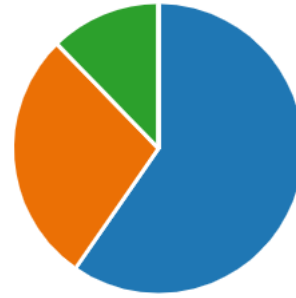
9. Overall Remarks

57

Responses

Latest Responses

"*NA*"

"*NA*"

"*good session*"

::: **Forms**(https://www.office.com/launch/forms?auth=2)   ?

Feedback Form 3 - Session by Dr. N.N. Das

47	**02:44**	**Closed**
Responses	Average time to complete	Status

1. Name

47

Responses

Latest Responses

"*Kalpna Sharma*"

"*Pradeep Kumar*"

"*Dr. Ram Naresh Saraswat*"

2. Emp Code

47

Responses

Latest Responses

"*MUJ0143*"

"*256*"

"*MUJ0285*"

3. Instructor's Teaching Methodology:

🔵 Excellent	22
🟠 Very Good	10
🟢 Good	15
🔴 Average	0
🟣 Poor	0

4. Instructor's Depth of understanding of Topic:

🔵	Excellent	21
🟠	Very Good	13
🟢	Good	13
🔴	Average	0
🟣	Poor	0

5. Instructor's Behaviour & Attitude:

🔵	Excellent	22
🟠	Very Good	16
🟢	Good	7
🔴	Average	0
🟣	Poor	2
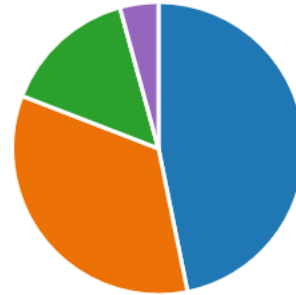
6. Training agenda & topics were as per set expectation:

🔵	Excellent	23
🟠	Very Good	16
🟢	Good	7
🔴	Average	1
🟣	Poor	0
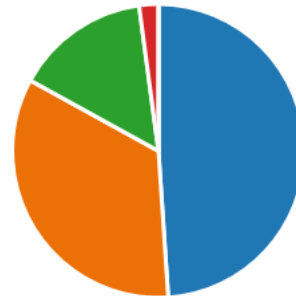
7. Program enhanced the understanding of the topic:

🔵	Excellent	19
🟠	Very Good	17
🟢	Good	10
🔴	Average	1
🟣	Poor	0
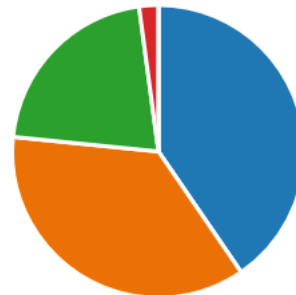
8. Overall Program Rating

🔵	Excellent	20
🟠	Very Good	16
🟢	Good	11
🔴	Average	0
🟣	Poor	0

9. Overall Remarks

47
Responses
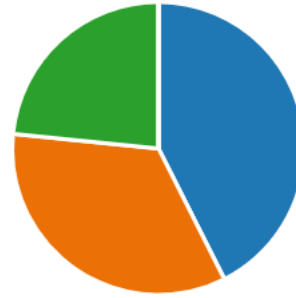
Latest Responses

"*satisfactory*"

"*Informative sessions*"

"*Very Good*"

Feedback Form 4 - Session by Mr. Jaya Krishna

61	**03:25**	**Closed**
Responses	Average time to complete	Status

1. Name

	Latest Responses
61	"*Dr Rashi Nathawat*"
Responses	"*Dr Rohit Jain*"
	"*Dr. Satyapal Singh Rathore*"

2. Emp Code

	Latest Responses
61	"*MUJ0957*"
Responses	"*MUJ0360*"
	"*MUJ0959*"

3. Instructor's Teaching Methodology:

● Excellent	32	
● Very Good	23	
● Good	6	
● Average	0	
● Poor	0	

4. Instructor's Depth of understanding of Topic:

🔵	Excellent	28
🟠	Very Good	27
🟢	Good	6
🔴	Average	0
🟣	Poor	0
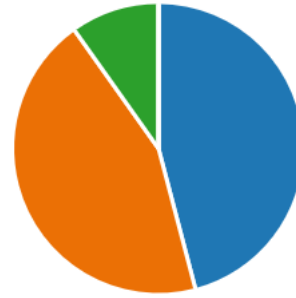
5. Instructor's Behaviour & Attitude:

🔵	Excellent	44
🟠	Very Good	15
🟢	Good	2
🔴	Average	0
🟣	Poor	0

6. Training agenda & topics were as per set expectation:

🔵	Excellent	31
🟠	Very Good	25
🟢	Good	3
🔴	Average	2
🟣	Poor	0

7. Program enhanced the understanding of the topic:

🔵	Excellent	29
🟠	Very Good	25
🟢	Good	7
🔴	Average	0
🟣	Poor	0

8. Overall Program Rating

🔵	Excellent	32
🟠	Very Good	23
🟢	Good	6
🔴	Average	0
🟣	Poor	0
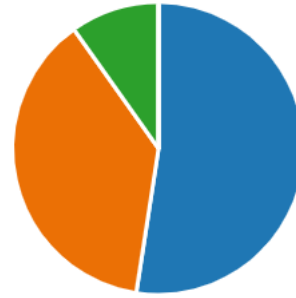
9. Overall Remarks

61

Responses

Latest Responses

"NA"

"Good session"

"NA"